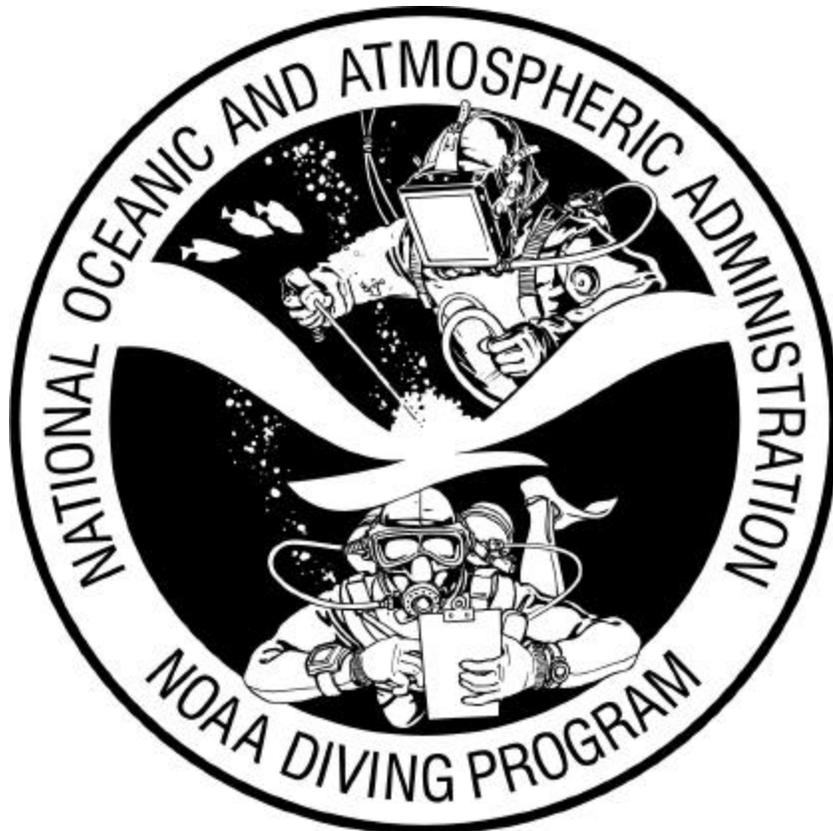


NOAA DIVING PROGRAM



Diving Safety Inspection Checklist

Unit Name: _____ Date of this Inspection: _____

Divemaster: _____ Phone/Email: _____

Unit Diving Supervisor: _____ Phone/Email: _____

Line Office/Fleet Diving Officer: _____ Phone/Email: _____

Line Office Diving Office: _____ Phone/Email: _____

Inspector: _____ Date of Last Inspection: _____

Purpose:

The Diving Safety Equipment Checklist was developed for Unit Diving Supervisors and Divemasters to conduct dive locker self-inspections. The Line Office/Fleet Diving Officers are responsible for ensuring that annual dive locker inspections are completed and documented.

Instructions:

The inspection checklist provides NOAA wide guidelines for the condition and requirements of dive lockers to ensure unit operational readiness. When completing the checklist be critical and thorough in identifying deficiencies. Upon completion the results are to be forwarded to your unit's Unit Diving Supervisor (UDS) or Line Office Diving Office (LODO) and NOAA Diving Center (NDC). Any discrepancies, deficiencies are to be evaluated by the UDS or LODO and corrected with the help of the NOAA Diving Center.

List of Inspection Areas:

- A. Administration
- B. Training
- C. Diving Equipment
- D. Air Compressor System and Stowage
- E. Support Equipment
- F. Specialized Operations
- G. Recommended Items
- H. Inspection Comments and Recommendations

References:

1. NOAA Diving Manual 3rd edition
2. NOAA Diving Regulations Directives 209-123, Jan 2000
3. U.S. Navy Diving Manual Vol. I, Feb. 93
4. U.S. Navy Diving Safety Survey
5. Unit Diving Supervisor's Handbook

A. Administration

(Circle one)

- | | |
|------------|--|
| Yes/No/N/A | A1. Does the unit organization manual include a diving accident management plan for specific operational areas. |
| Yes/No/N/A | A2. Is a qualified diver assigned as divemaster. |
| Yes/No/N/A | A3. Are certification letters maintained for all divers onboard or at the unit. |
| Yes/No/N/A | A4. Are current and approved diving physicals maintained for all divers onboard or at the unit. |
| Yes/No/N/A | A5. Are training records maintained for all divers onboard or at the unit. |
| Yes/No/N/A | A6. Are the latest NOAA Diving Regulations onboard or at the unit. |
| Yes/No/N/A | A7. Are the latest compressor air sample reports onboard or at the unit. |
| Yes/No/N/A | A8. Is the current edition of NOAA Diving Manual onboard or at the unit. |
| Yes/No/N/A | A9. Are appropriate technical and manufacturers instruction manuals for all diving equipment onboard or at the unit. |
| Yes/No/N/A | A10. Are medical forms SF-88 and SF-93 onboard or at the unit. |
| Yes/No/N/A | A11. Is the NOAA Diving Physical Examination checklist onboard or at the unit. |
| Yes/No/N/A | A12. Are blank NOAA Form 64-4 Version 11-99 NOAA Monthly Dive Logs onboard or at the unit. |
| Yes/No/N/A | A13. Are all NOAA Diving Safety Bulletins onboard or at the unit. |
| Yes/No/N/A | A14. Is a pre-dive checklist used for Scuba Diving operations. |
| Yes/No/N/A | A15. Is a post-dive checklist used for Scuba Diving operations. |
| Yes/No/N/A | A16. Are there sufficient numbers of qualified divers onboard or at the unit. |

- Yes/No/N/A A17. Does each diver have a NOAA Diver identification card.
- Yes/No/N/A A18. Are all divers assigned authorized to dive.
- Yes/No/N/A A19. Are copies of the "Dive Safe Ship Operations Checklist" onboard.
- Yes/No/N/A A20. Is a unit log maintained for diving activities conducted at the unit, (contents include operational dive information, training accomplished, drills, monthly meetings etc.)
- Yes/No/N/A A21. Is the current Unit Diving Supervisor's manual and/or Divemaster handbook at the unit.
- Yes/No/N/A A22. Does the UDS/Divemaster have access to the NOAA Diving Program web page - www.ndc.noaa.gov
- Yes/No/N/A A23. Has more than one year lapsed since the last dive locker safety inspection?
- Yes/No/N/A A24. Is a copy of the last safety inspection on board or at the unit?

Critique:

B. Training

(Circle one)

- | | |
|------------|---|
| Yes/No/N/A | B1. Are all divers currently certified in cardiopulmonary resuscitation (CPR) First Aid. |
| Yes/No/N/A | B2. Have all divers received refresher training in the operations of oxygen resuscitators in the past 12 months. |
| Yes/No/N/A | B3. Is annual training being conducted on diving accident management procedures. |
| Yes/No/N/A | B4. Are all divers afforded the opportunity to maintain their qualification as a NOAA diver. |
| Yes/No/N/A | B5. Has refresher training been conducted for divers on decompression tables, recognition and treatment of diving related disorders and dive rescue techniques in the past 12 months. |
| Yes/No/N/A | B6. Have all divers conducted in-water skills (buddy breathing, mask clearing, regulator recovery etc.) in the past 12 months. |
| Yes/No/N/A | B7. Have all divers conducted emergency procedure drills for in water emergencies in the 12 months. |
| Yes/No/N/A | B8. Are all divers being trained in the care and maintenance of diving equipment used onboard or at the unit. |
| Yes/No/N/A | B9. Are all divers familiar with the signs, symptoms, and treatment of diving related disorders. |
| Yes/No/N/A | B10. Are all divers trained in the proper operation of the divers air compressor/system for charging scuba cylinders. |
| Yes/No/N/A | B11. Performed annual refresher training/in-water skills. List topics below, date(s) completed and divers in attendance. |

Critique:

C. SCUBA Diving Equipment and Storage (Circle one)

- | | |
|------------|--|
| Yes/No/N/A | C1. Is diving equipment stored in a secure, properly ventilated space free of noxious fumes and corrosive elements |
| Yes/No/N/A | C2. Is there sufficient room to allow for proper maintenance and organization of equipment. Is equipment stored properly and well organized. |
| Yes/No/N/A | C3. Is all diving equipment labeled or numbered and recorded on a current master inventory. |
| Yes/No/N/A | C4. Are all divers issued NOAA/SEP diving equipment. |
| Yes/No/N/A | C5. Have divers performed an annual inventory of SEP gear issued. |
| Yes/No/N/A | C6. Is hygienic maintenance being performed on all shared life water. |
| Yes/No/N/A | C7. Have all scuba regulators and AGAs been overhauled in the past 12 months and documented. |
| Yes/No/N/A | C8. Are all portable diving equipment gauges being calibrated or compared annually and documented. |
| Yes/No/N/A | C9. Is all equipment functionally checked prior to each dive. |
| Yes/No/N/A | C10. Does inspection of equipment indicate corrosion or deterioration. |
| Yes/No/N/A | C11. Is all diving equipment in need of repair, inspection, testing, or malfunctioning, kept separated from operational gear. |
| Yes/No/N/A | C12. Are all dry suits seals intact and zippers functional. |
| Yes/No/N/A | C13. Are all wet suit and related equipment (hoods, gloves, boots) seams, zippers and stitching intact and functional. |
| Yes/No/N/A | C14. Is adequate spare equipment available and functional at the unit. If unit has inadequate spares, list equipment needed and provide justification in critique |
| Yes/No/N/A | C15. Are all scuba cylinders within hydrostatic test date. |
| Yes/No/N/A | C16. Have all scuba cylinders received visual inspection in the past 12 |

months and been labeled accordingly.

Yes/No/N/A

C17. Are all scuba cylinders containing a breathing media other than compressed air labeled accordingly.

Yes/No/N/A

C18. Is equipment used with gas mixtures containing oxygen concentrations of 40% or greater cleaned and approved for oxygen service.

Critique:

D. Air Compressor System and Stowage

(Circle one)

- | | |
|------------|---|
| Yes/No/N/A | D1. Are all valves in the system labeled as to their function. |
| Yes/No/N/A | D2. Are the operating procedures posted for the air system and compressor. |
| Yes/No/N/A | D3. Are the air system lines properly labeled. |
| Yes/No/N/A | D4. Does a complete set of drawings exist for the HP and LP air system. |
| Yes/No/N/A | D5. Has an air sample of divers' air been taken in the last 6 months. |
| Yes/No/N/A | D6. Is there a log book documenting the operational and maintenance history of the compressor and the air system. |
| Yes/No/N/A | D7. Is compressor manufacturer repair and maintenance manual available on board for reference. |
| Yes/No/N/A | D8. Are compressor manufacturer repair and maintenance guidelines followed. |
| Yes/No/N/A | D9. Have compressor air filters been changed in the past 12 months or in accordance with manufacturers specifications and documented. |
| Yes/No/N/A | D10. Are filter cartridge canisters inspected annually for corrosion pitting before inserting new filter. |
| Yes/No/N/A | D11. Have all pressure gauges been calibrated or compared in the last 12 months and documented. |
| Yes/No/N/A | D12. Are all valves fittings and gauges rated for the working pressure of the system in which they are installed. |
| Yes/No/N/A | D13. Has the scuba charging whip been visually inspected for damage or deterioration. |
| Yes/No/N/A | D14. Are all HP and LP air lines properly secured to prevent injury. |
| Yes/No/N/A | D15. Are charging whips properly secured to prevent injury to personnel during charging operations. |

- Yes/No/N/A D16. Is the compressor room clean and free of flammable materials.
- Yes/No/N/A D17. Are the ventilation supply and exhaust systems in the compressor room working properly and sufficient for installed machinery.
- Yes/No/N/A D18. Is the air intake located and clearly labeled in area that is free of potential contaminants to the air supply.
- Yes/No/N/A D19. Are air system/filling whips, compressor intake hoses and ports capped when not in use.
- Yes/No/N/A D20. Have all air stowage flasks and volume tanks been hydrostatically tested and the data documented.
- Yes/No/N/A D22. Are compressor relief valves tested annually and documented.
- Yes/No/N/A D23. Is ear protection available for the compressor operator.
- Yes/No/N/A D24. Are cooling fans and belts on air compressors in good condition.
- Yes/No/N/A D25. Are inter-stage and crankcase cooling fins clean and in good condition.
- Yes/No/N/A D26. Are the compressor rod end bearings and thrust bearings greased and in good condition. (RIX only)
- Yes/No/N/A D27. Is the correct type of compressor oil being used.
- Yes/No/N/A D28. Are all H.P. storage cylinders stored and operated in an vertical position.

Critique:

E. Support Equipment

(Circle one)

- | | |
|------------|--|
| Yes/No/N/A | E1. Is there an equipped Divemaster Kit onboard or at the unit. |
| Yes/No/N/A | E2. Is there an equipped medical First Aid kit onboard or at the unit. |
| Yes/No/N/A | E3. Are all medications within listed expiration dates. |
| Yes/No/N/A | E4. Is there a portable oxygen kit available for divers use at each dive site. |
| Yes/No/N/A | E5. Is monthly maintenance checklist performed and documented on oxygen kit demand valve, resuscitator, and cylinders. |
| Yes/No/N/A | E6. Have all oxygen kit resuscitators and demand valves been tested in the past 12 months. |
| Yes/No/N/A | E7. Are all oxygen cylinders within hydrostatic test date. |
| Yes/No/N/A | E8. Are all oxygen kits maintained in clean protected storage and free of contamination. |
| Yes/No/N/A | E9. Are all oxygen kits in good working order or clearly marked. |
| Yes/No/N/A | E10. Is spare diving equipment for emergency repairs/replacement onboard or at the unit. |
| Yes/No/N/A | E11. Is a reserve supply of oxygen available onboard or at the unit. |
| Yes/No/N/A | E12. Is there a backboard, or other means of transporting an unconscious diver, for emergency use at the dive site. |

Critique:

F. Specialized Operations

(Circle one)

Yes/No/N/A F1. List (below) specialized operations currently conducted at the unit.

Yes/No/N/A F2. Are pre and post dive checklists used for specialized operations.

Yes/No/N/A F3. Are all diving personnel properly trained to participate in specialized operations.

Yes/No/N/A F4. List (below) specialized training that would enhance unit capabilities/operations.

Critique:

G. Recommended Items:

1) Diving Reference Library

NOAA Diving Manual
3rd Edition (4TH edition May 2000)

Occupational Safety and Health Standards
Part 1910 Subpart T-Commercial Diving Operations

Scuba Equipment Care and Maintenance (1996 Revised Edition)
by Michael B. Farley and Charles Royer

The Physicians Guide to Diving Medicine
Edited by Dr. Charles W. Shilling

Field Guide for the Diver Medic (1992)
by C. Gordon Daugherty, M.D

Diving and Subaquatic Medicine
By Carl Edmonds, Christopher Lowry and John Pennefather

Dangerous Marine Creatures Field Guide for Medical Treatment
by Carl Edmonds, M.D.

Hyberbaric Chamber in the United States and Canada (1999)
by the Undersea Medical Society

U.S. Navy Diver's Handbook, US Navy Diving Manual and Diving Technical Manual
published by Best Products

Inspecting Cylinders, A Guide for Visual Inspection of SCUBA and SCBA Cylinders
By William L. High

2) Divemaster Kit Supplies

| | |
|---------------------------------------|--|
| LP & HP Whips | Assorted Tie Wraps |
| LP & HP Plugs | CO ₂ Cartridges 38G, 25G, 16G |
| LP & HP Adapters | Roll of Duct Tape |
| Mask & Fin & Knife Straps | Standard & Metric Open End Wrenches |
| Tank O Rings 2-015, 2-112, 2-19 | US Navy Handbook/Tables |
| LP O Rings 2-010 | Neoprene Wet suit Cement |
| Standard and Metric Allen Wrench Sets | Screw Drivers, Phillips & Flathead |
| Crescent Wrench | Weight Belt Buckles |
| Mouth Pieces | Food grade Silicone Spray |
| Beeswax for Zippers | Talc powder |
| EMT and Tailor Scissors | Writing Instrument & Waterproof Paper |

H. Inspection Critique and Recommendations: